

Instructions for completing CIMOR invoices

- Open the “CIMOR Invoice” Excel file
- When filling out the invoice, the following lines MUST be filled:
 - Vendor name and address
 - SAM II Vendor Code
 - Contract No. (found on your contract...starts with “ER”)
 - Consumer’s first and last name
 - Consumer’s DMH ID No. (listed on the voucher)
 - List the page number out of the total number of pages being faxed (located in upper right corner)
 - Be sure to completely fill out the services line including: date of service, procedure code, unit price, # of units and it should calculate the service amount.

Billing Procedures:

- Please use a cover sheet with the total number of pages you are sending.
- Each client must be invoiced on separate invoice forms.
- Keep track of services provided for each consumer on an invoice for an entire week and then submit all consumer invoices. **We recommend submitting invoices no more often than one time per week.**
- Do NOT send duplicates. Once you have faxed in an invoice, do not send it again unless you have confirmed with us that we have not received it.
- Each invoice page submitted needs to be signed; your payment will process directly from the invoice you submit, only if the invoice is signed.
- Follow the payment schedule to know when the deadlines are to have the invoices in to Central Office
- Once your invoices are completed, please fax them to our office. You can reach us at:
 - Kate: (573) 526-2707—fax or (573) 751-4934—phone
 - Linda: (573) 522-8475—fax or (573) 751-9467—phone

Services listed on the CIMOR invoice can reject for the following reasons:

- Reject for expired voucher
- Reject for no voucher
- Reject for inadequate budget
- Reject for service not on voucher
- Reject if no signature on each invoice
- Reject if there are not two ways to identify the client (name and DMH ID No.)

If services reject on an invoice, the reason for the rejected service will be indicated by a hand-written note on the CIMOR invoice and the invoice will be faxed back to you. All remaining services on the invoice besides the rejected services **will be** processed for payment.